

Town of North Stonington

Title: Economic Development Coordinator Part-Time (18-20 hours/week)

Department: Economic Development Commission

Salary Range: \$25,000-\$30,000

Position Summary:

Designs, coordinates, and administers matters relating to the promotion and development of economic resources in the town of North Stonington. Includes but not limited to, directing services and programs related to economic development, business attraction, and business retention. Provides the First Selectman and Economic Development Commission with policy guidance and framework for development and revitalization strategies as well as monitoring business activity and growth.

General Duties:

Manage, promote, coordinate and assist all new commercial and retail business activities. This includes prospecting for new businesses, fielding all inquiries to town hall, gaining referrals from town employees, current businesses and networking organizations. Serve as the town's representative to those networking organizations.

Maintain a communication link between the business community and town government.

Coordinate and develop effective working relationships with town agencies and appropriate public and private entities and various community groups and organizations.

Organize and facilitate various activities for the business community such as periodic meet and greets.

Develop solid working relationships with commercial real estate agencies to identify and nurture new opportunities.

Create a business friendly environment in town hall and with town's boards and commissions.

Plan, organize, coordinate, direct, and evaluate economic development activities within the town; coordinate and encourage development of strategies that maintain and enhance the long-term economic vitality of the town.

Assist in establishing objectives and performance standards and conducts administrative reviews and program evaluations in order to monitor and improve the effectiveness and efficiency of economic development services.

Develop and implement a marketing plan that promotes North Stonington as a place to do business.

Coordinate the preparation of marketing materials which will assist in responding to inquiries about economic development opportunities in town, including information regarding utilities, taxes, zoning, transportation, community services, and financing tools.

Develop and maintain a comprehensive inventory of available buildings and sites for economic purposes and track business movement in and out of town.

Monitor local, state, and federal legislation and regulations relating to economic development and report findings and trends to the Economic Development Commission and First Selectman.

Present proposed programs and projects to community groups and public meetings; make presentations to the Economic Development Commission and Board of Selectmen as necessary; represent the town on committees and boards regarding local and regional issues as required by the Economic Development Commission.

Review the reports, analyses, and studies conducted by other town departments, boards, and commissions that impact the economic vitality of the town.

Act as a PR Director to tout North Stonington and its accomplishments to all media outlets.

Perform other related work as required.

Qualifications:

College degree in business, public administration, economics, marketing, or related field. Considerable experience in economic development, real estate or related field.

OR

Combination of education, work experience, and training which provides a demonstrated potential for performing the duties of this position.

Knowledge, Skills, and Abilities:

- *Knowledge of operations, organization, policies, and ordinances that affect economic development
- *Knowledge of business recruitment skills and techniques; marketing and promotion techniques
- *Knowledge of applicable laws, codes, and regulations concerning land use property development
- *Knowledge of community market trends in land development, retail, industry, and office markets
- *Knowledge of market analysis as it relates to the potential development of a specific site
- *Knowledge of negotiating skills and techniques, consensus building skills and customer service skills
- *Ability to prepare comprehensive economic development reports, memoranda, and other related correspondence
- *Ability to make verbal presentation before a variety of community groups and communicate effectively with the media
- *Ability to design, develop and administer development programs and activities that meet the specific needs of the community
- *Exceptional ability to work with various groups of people and establish and maintain an effective working relationship.
- *Ability to multi task
- *Extensive computer skills

Supervision Received:

Receives functional supervision from the Chairman of the Economic Development Commission and general supervision from the First Selectman.